



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

08 NOV 2006

IMEU-STU-IM

MEMORANDUM FOR Soldiers and Civilian Employees of the USAG-Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter #12, Electronic Mail (email)

1. References:

- a. United States Code, Title 18, Crimes and Criminal Procedure.
- b. Department of Defense Regulation 5500.7-R, The Joint Ethics Regulation, August 1993, with change 6, 23 March 2006.
- c. Army Regulation 25-2, Information Assurance, 14 November 2003.
- d. Army Regulation 380-53, Information Systems Security Monitoring, 11 November 2004.
- e. USAREUR Naming Standards for E-Mail Accounts and E-Mail Servers, AEAIM, 27 September 2000.
- f. Army in Europe Command Policy Letter #4 Information Assurance, 18 April 2006.

2. Purpose: To establish policy for users of the USAG-Stuttgart email system.

3. Policy:

- a. To promote the effective use of the email system, members of the USAG-Stuttgart are required to log on to the system a minimum of once during the workday. When logged on, users will check their mail box.

- b. All email users, to include military, U.S. civilians, Local Nationals (LNs) and contractors, must pass the USAREUR Information Assurance (IA) test before using any government computer. All users must also sign the USAREUR Computer-User Agreement that validates their understanding of how to maintain system security as a user. The test and agreement are available at <https://www.uatp.hqusareur.army.mil>.

- c. All government computers must have the latest virus engine such as Norton AntiVirus or McAfee software installed. Once the antivirus software is installed, the settings must be set, on a daily basis, to update the virus definition and to perform a scan.

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d. Email addresses will coincide with the USAREUR naming standards for email accounts and services according to reference 1.e. above.

e. When using the Internet, which includes bulletin boards, file transfer protocols (FTP) and World Wide Web (WWW), etc. there are several public laws and Department of the Army directives in existence, which must be complied with. Users will ensure that information/data outlined below will not be loaded onto the Internet:

- (1) Classified information.
- (2) For Official Use Only protected information (Exemption 2 thru 9, AR 25-55).
- (3) Information protected by the Freedom of Information Act (FOIA).
- (4) Information protected under the provisions of the Privacy Act (AR 340-21 and Records Systems Notices contained in DA Pamphlet 25-51).

f. Use of the electronic mail system is subject to monitoring at all times and use of the electronic mail system constitutes consent to such monitoring. Unauthorized use of email and the Internet includes:

(1) Transmitting, storing or copying obscene or sexually explicit information or pictures such as pornography. This includes accessing, reading, downloading and copying private or commercial information, web pages, shareware and freeware from the Internet that is obscene, sexually explicit, illegal, or pornographic.

(2) Transmitting information that advertises or publicizes individual or non-Government groups that may gain a financial or competitive advantage or increased prestige.

(3) Transmitting or forwarding chain letters, personal announcements or advertisements for the sale or solicitation of goods or services for personal gain.


g. Internet users on Government computers are also subject to the following:

- (1) The Joint Ethics Regulation.
- (2) Title 18, US Code, Section 1029 (Fraud and Related Activity in Connection with Access Devices).
- (3) Title 18, US Code, Section 1343 (Fraud by Wire, Radio, or Television).

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4. The proper use of our email system will greatly assist us in providing the best service possible.
5. Personnel who violate the tenants of this memorandum may be subject to punishment under the Uniformed Code of Military Justice and/or disciplinary action.
6. Point of contact for this policy is the IT Support Office at DSN 421-2019.



KENNETH G. JUERGENS
COL, OD
Commanding